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24 June 1958

BUDGET - 17
FINANCE - 18
FISCAL - 17
TAS - 18
FAS - 17

COMPTROLLER NOTICE NO. 9-58

SUBJECT: General - Federal Employees Salary Increase Act
of 1958
Specific - Lump-Sum Retroactive Payments to Certain
Employees

1. GENERAL

- a. In accordance with established policy, the Agency has adopted the salary schedule set forth in the subject Act, retroactive to 12 January 1958 for all personnel whose compensation is based on general schedules of the Classification Act of 1949 as amended.
- b. In making the lump-sum retroactive payment to those employees who were transferred from vouchered funds to confidential funds payrolls subsequent to 12 January 1958, the confidential nature of personal security information must be safeguarded.

2. PURPOSE

This Notice outlines procedure to be followed by the Fiscal and Finance Divisions in effecting payment of the lump-sum retroactive compensation to eligible individuals whose payroll status has changed during the retroactive period, namely:

- a. Employees who have transferred from vouchered funds to confidential funds payrolls, or vice versa.
- b. Employees who resigned from the Agency and continued in other Federal employment without a break in service.
- c. Employees who transferred from other Federal employment to the Agency without a break in service.
- d. Employees who retired or died during the retroactive period.

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3. PROCEDURE

- a. The Fiscal Division shall prepare a list of employees who, according to payroll records, transferred to confidential funds payrolls during the retroactive period. The list shall be submitted to the Finance Division to determine eligibility to retroactive pay by continuity of employment, retirement, or death.
- b. Upon establishment of the complete list of such transferees, Fiscal Division shall prepare a schedule, certify to the correctness thereof, and submit same to the Finance Division, showing for each employee:
 - (1) Name.
 - (2) Beginning and ending dates applicable to the retroactive period on vouchered funds payroll.
 - (3) Gross compensation factors.
 - (4) Itemized deductions.
 - (5) Net compensation payable.
- c. The Finance Division shall effect payment of the foregoing to employees on payrolls at the date of approval of the subject Act as soon as practicable and record the payment factors in the confidential payroll records.
- d. The Finance Division shall prepare a list of employees who, according to the payroll records, transferred from confidential funds to vouchered funds payrolls during the retroactive period. The list shall be submitted to the Fiscal Division to determine those individuals who are eligible to retroactive pay, either by continuity of employment, retirement, or death. The list shall be certified by the Fiscal Division and returned to the Finance Division for processing.
- e. The Finance Division shall prepare salary checks in true name for the amount of retroactive compensation accrued on confidential funds payrolls for each employee on the list compiled under paragraph d immediately above. Such checks shall be delivered to the Fiscal Division for presentation to employees or survivors.

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- f. Former employees who resigned from the Agency subsequent to 12 January 1958 and continued in Federal employment without a break in service, may request payment from the Agency for additional compensation accrued during the retroactive period upon submission of a memorandum, through and certified by the payroll official of the present department or establishment, stating the last day of employment with the Agency, the date of entrance on duty with the succeeding department or establishment, and the fact that such employment has continued without a break in service to the date of enactment of the subject Act (20 June 1958).
- g. Present employees who transferred to the Agency from other Federal employment subsequent to 12 January 1958 without a break in service, shall contact the Payroll Section, Fiscal Division to ascertain the procedure with respect to claiming retroactive payment for the period prior to EOD with the Agency. The claim for payment to the department of former employment shall in each case be referred by the employee to the administrative officer of the Agency component to which currently assigned, for submission to the Office of Security for clearance, and to the Office of Personnel for certification of continuous employment from date of EOD through the date of enactment of the subject Act. When the employee is precluded for security reasons from contacting the department of former employment, the claim shall be referred to the Finance Division, and the entire retroactive salary shall be computed and paid by such Division, with the approval of the Comptroller, based upon a certification by the employee stating the period of employment with the other departments, salary rate with dates of any changes, tax status, and that he has not received and will not claim payment from the former department of employment.
- h. Employees who retired and survivors of employees whose services were terminated by death during the retroactive period shall be paid increased compensation from 12 January 1958 to the date of retirement or demise. Claims for such payment are not required.
- i. The retroactive payment to each employee shall be charged to the 1958 fiscal year vouchered or confidential funds allotment to which the salary of the employee was most recently charged by the payrolling office during the retroactive period.


Deputy Comptroller

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